FINANCIAL SECRETARIAT.

Economies in the Budget grants for 1932-33.

READ—

Government Orders Nos. Fl. 1795-1850—G. F. 54-31-1 and Fl. 3742-91—G. F. 54-31-22, dated 14th September 1931 and 2nd December 1931 respectively, issuing instructions for effecting economies in the Budget grants of 1931-32.

ORDER THEREON No. FL. 602-61—G. F. 16-32-2, DATED 30TH JULY 1932.

In the Government Orders read above certain restrictions were imposed on the powers of officers in making appointments and incurring expenditure during 1931-32 with a view to economise expenditure. The need for continuing the restrictions still exists but experience has suggested the desirability of removing some of them to avoid administrative inconvenience and to reduce correspondence.

2. As the grants for contingent expenditure have been reduced in the budget for 1932-33, Government consider that the restrictions imposed in regard to the purchase of new articles and the power of reappropriation of Budget grants contained in clauses (11) and (15) of Government Order dated 14th September 1931 may be removed.

3. Some latitude may also be allowed in regard to the filling up of appointments in circumstances in which they cannot be kept vacant.

4. Government are accordingly pleased to lay down the following revised instructions for the guidance of all officers, to be in force during the current official year 1932-33:—

(1) In the absence of a general sanction accorded in favour of any particular department or in respect of any class of appointments, no vacancies (whether in superior or inferior service)—permanent or temporary—will, as a rule, be filled up during the present financial year and the work of vacant appointments will be entrusted to other officers with no additional emoluments.

NOTE.—The above restriction is not applicable ;—

(i) to offices in which the strength of the non-gazetted establishment does not exceed three ;

(ii) to offices in which 10 per cent of the sanctioned scale of appointments is kept unfilled; Heads of Departments will intimate to Government and to the Audit Office the names of offices in which this rule will be adopted;

(iii) to the Comptroller's Office to which G. O. No. Fl. 6743—G, F. 54-31-49, dated the 26—27th February 1932, will continue to apply;

(iv) to the Public Works Department to which G. O. No. Fl. 8856-8—G. F. 54-31-59, dated 10—11th June 1932 will continue to apply.

(2) In cases where vacancies have necessarily to be filled up, the sanction of Government should be applied for. The appointments, if sanctioned, will be treated as *officiating*, unless permanent arrangements are considered necessary by Government.

NOTE.—(i) Ordinarily it will be taken that it is not necessary to fill up vacancies of less than a month's duration.

(ii) When vacancies in non-gazetted appointments are for periods not less than one month but not exceeding two months, and when sanction of Government cannot be applied for and obtained in time, Heads of Departments will have discretion to fill them up on a temporary basis and report the same to Government immediately.

(3) In cases where vacancies are filled up by promotion, seriatim arrangements on an officiating basis will be permitted.

(4) In the case of persons newly appointed to appointments on progressive rates of pay subsequent to 14th September 1931, the salary of the *officiating* officers—whether new entrants or officers promoted will be limited to the minimum pay of such appointments unless a higher initial salary is admissible under the application of the rules in M. S. R. and periodical increments will not be allowed.

(5) No increase will be permitted under the Acting Allowance Rules to the salaries of officers appointed on *officiating* tenure to progressive pay posts anterior to 14th September 1931.

In the case, however, of officers holding temporary, *i. e.*, sanctioned or continued for not less than three years—provisionally permanent, or *sub-pro-tem* appointments, increments will be allowed.

(6) No leave will be granted in excess of two months in the aggregate, if it involves extra cost, except on grounds of ill-health supported by medical certificate or for other urgent and unavoidable cause.

(7) Transfers should be minimised as far as possible.

(8) The touring work of officers should be suitably regulated with a view to limit the travelling allowance charges to the absolute minimum.

(9) Deputation of officers for purposes of study or training should be stopped.

(10) All possible economies under printing should be made. The Superintendent, Government Printing, is requested not to undertake the printing of any matter which need not necessarily be printed or which can afford to wait. In cases of doubt, he should refer the matter for the orders of Government.

(11) It is necessary that rigorous economy should be enforced in the consumption of stationery articles. Attention is invited to Government Order No. G. 67-120—P. & S. 12-31-28, dated 4th July 1932 (Appendix I) under which the supply of stationery articles has been reduced by 50 per cent The instructions issued in Government Order No. M. 5501-60—P. & S. 74-21-1, dated 1st June 1922 and Government Order No. E. 1737-95—P. & S. 74-21-9, dated 7th September 1922, (*vide* appendices II and III) should be strictly followed.

(12) Every item of contingent outlay or other optional expenditure will however be scrutinised by the disbursing officer concerned with a view to eliminate all unnecessary items and put off the deferable ones.

S. SHAMANNA,
Secretary to Government,
Financial Department.

APPENDIX I.

Reduction of 50 per cent in the supply of Stationery Articles and Forms and Registers.

READ—

Clause 13 of G. O. No. Fl. 1795-1850—G. F. 54-31-1, dated 14th September 1931, directing that the supply of stationery articles to be made to each office during the current year be reduced to half the usual quantity.

Government Order No. G. 2928-88—P. & S. 12-31-8, dated 8th October 1931, directing the reduction in the current year of 50 per cent in the supply of forms and registers to the several offices in the State.

Letter No. S. 4161, dated 11th June 1932, from the Superintendent of Stationery, recommending the continuance of the arrangements sanctioned in the Government Orders read above restricting the supply of stationery articles and of forms and registers to 50 per cent of the usual supply during the official year 1932-33 in view of the reduced provision under "Cost of Printing Paper and Stationery."

ORDER NO. G. 67-120—P. & S. 12-31-28, DATED BANGALORE, THE 4TH JULY 1932.

The proposal of the Superintendent is sanctioned.

R. RANGA RAO,
Secretary to Government,
General Department.

S. O. **APPENDIX II.**

G. O. No. M. 5501-60—P. & S. 74-21-1, dated 1st June 1922.

Economising the use of Stationery and reducing Printing Work.

Issues instructions in regard to —— and calls for a report in the matter from Heads of Departments.

READ—

Government Order No. G. 21945-22005—P. & S. 7-20-3, dated the 20th May 1921, issuing instructions regarding the revised scales of stationery articles, etc., to be issued to the different offices of the State and the economies to be effected in the issue of paper and stationery articles.